



COUNTY OF MONO

EMPLOYMENT OPPORTUNITY

FILING DEADLINE:
Open Until Filled

Probation Aide
(Assistant Juvenile Hall Counselor)

Probation Department
Bridgeport/Mammoth Lakes

SALARY:
Range 47: \$2,570 – \$3,125/mo.

Mono County is accepting applications for a Probation Aide with the Probation Department. This recruitment is to fill a vacancy and to create a list for future openings. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled. Responsibilities include the care, welfare, custody and transportation of juvenile detainees in the County's Special Purpose Juvenile Hall; oversees the scheduling and staffing of the facility at all required times; assists probation staff in a variety of matters; assists in the preparation of grant applications and reports; coordinates training of temporary staff; maintain mandated manuals; performs other job related work as required.

Desirable Qualifications:

Knowledge of:

- Basic knowledge of problems and emotions of juvenile offenders;
- Basic knowledge of laws, rules, and regulations governing operation of a juvenile hall;
- Grant reporting;
- Restraining equipment such as handcuffs, belly chain, and leg irons;
- Safe transport methods and procedures;
- Basic knowledge of admitting procedures for juvenile halls;
- Universal Healthcare Precautions.

Ability and willingness to:

- Be responsible for the maintenance and upkeep of the County Special Purpose Juvenile Hall;
- Coordinate and schedule transportation of juveniles;
- Assist in the development and preparation of grant reports;
- Maintain responsibility for and carry out the safe transport of juveniles in custody;
- Use restraining equipment as necessary;
- Review and insure proper completion of juvenile hall admitting documents;
- Evaluate situations and people accurately and make sound decisions regarding potential behavior problems;
- Maintain composure in stressful situations;
- Maintain and update accurate records;
- Establish and maintain cooperative working relationships;
- Maintain confidentiality.
- Effectively represent the Probation Department in contacts with probationers, the public, group home and juvenile hall staffs, and the courts.
- Training techniques to train others in policies and procedures of Juvenile Hall.
- Assist Probation Officers in a variety of other probation related activities.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

- Some previous work experience in a probation or corrections related field is highly desirable.
- Completion of coursework in criminology, sociology, psychology, social work, criminal justice or closely related field is highly desirable.

Special Requirements:

- Possession of a valid driver's license (must be able to be within 1 hour of Bridgeport);
- Ability to work unusual hours or shifts as dictated by job requirements;
- Ability to obtain a CPR/First Aid Certificate;
- Successful completion of Board of Corrections Juvenile Counselor Core training and continued compliance with annual training requirements.

Selection Process: The selection process may include any of the following: application review, a performance exercise and an oral interview (weighted 100%).

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. The recruitment is open until a list is established. This is being advertised "In-County" as well as to the general public. Qualified County employees that have attained permanent status will be given hiring preference. All completed County applications received in our office will be considered. For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: tneely@mono.ca.gov. Apply immediately! Open Until Filled. **All completed County applications** received in our office will be considered. Faxes will be accepted (760) 932-5411 provided the application with the **original** signature is postmarked by the filing deadline.

COUNTY OF Mono County CAO
COUNTY ADMINISTRATIVE OFFICE – HR

P.O. Box 696, Bridgeport, CA 93517

Phone: (760) 932-5412 – Fax: (760) 932-5411 – website: www.monocounty.ca.gov